

Job Description

Job Title Attorney Advisor (Finance)

Job ID 20226

Date Opened 12/29/2022

Date Closed 01/27/2023

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Legal Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 14

Bargaining Unit C33

Compensation Unit 33 - Lawyers

Minimum Range \$128,824.000000

Maximum Range \$167,497.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

This position is located in the Government of the District of Columbia (District), Department of Insurance, Securities and Banking (DISB), Office of the General Counsel (OGC). The OGC is responsible for conducting all of the legal business of DISB.

This position serves as an Attorney Advisor (Finance) responsible for providing expert senior level legal advice, interpretations and determinations on matters involving securities and banking law, consumer protection, and administrative procedure.

Duties and Responsibilities

Represents DISB in banking cases involving violations of the District laws before the DISB Hearing Officer and the D.C. Office of Administrative Hearings. Provides legal advice relating to the interpretation and applicability of all banking laws, rules and regulations administered by the DISB regarding complex legal cases. Provides legal and interpretive advice related to District-chartered banks, non-depository companies, and other financial institutions in the District. Conducts legal document research dealing with proposed and existing laws and amendments. Prepares and reviews management responses to selected sensitive and confidential inquiries and correspondence. Keeps abreast of judicial and DISB interpretations of laws and regulations, particularly changes related to the function of DISB programs; and provide recommendation of appropriate courses of action. Monitors the actions of the U.S. Congress and the Council of the District of Columbia, and draft proposed legislation and formulates appropriate responses.

Represents DISB in administrative hearings involving violations of the District's banking laws; and prepare evidence, briefs, motions, and other documents to support cases, as necessary. Assists with litigation support and manages concerns between District officials, administrative bodies, and external parties regarding actions taken during administrative matters. Works on the administrative adjudicative process, including the gathering of information and documentation to support evidence in connection with administrative enforcement actions. Assists in reviewing and revising directives and correspondence, including standard operating procedures, inspection reports, reporting requirements, and other legal documents related to enforcement actions. Provides advice regarding compliance with applicable personnel regulations, agreements, and actions.

Qualifications and Education

Must have a law degree (LLB) or (JD) from an American Bar Association (ABA) accredited law school and have at least three (3) years post J.D. experience one of which was specialized experience equivalent to the next lower grade level.

Seven (7) years post J.D. experience preferred.

Licensure and Certifications

Must be a current member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted into the District of Columbia Bar within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during their employment in the Legal Service.

Working Conditions/Environment

The work is performed in an office environment.

Other Significant Facts

First Screening Date: January 9, 2023

Tour of Duty: Monday – Friday 8:30 AM to 5:00 PM

Pay Plan, Series and Grade: LA-905-14

Promotion Potential: No known promotion potential

Collective Bargaining: This position is in a collective bargaining unit (1403), and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.